

RECORDS RETENTION AND DISPOSAL SCHEDULE

Program Planning & Economic Development
Community Development Program

Prince George's County Government

AGENCY		DIVISION
Item No.	Description	Retention
1.	General Correspondence Files consisting of official correspondence of the CD Division, statistical reports, purchase requisitions and orders; budget records and other official transactions of the Division. 1974 - Present	Cut off at end of fiscal year; retain for three additional years; then destroy.
2.	Project Files consisting of County Neighborhood Improvement Projects (NIP) fund expenditure records. 1974 - Present	Cut off at end of fiscal year; hold for one (1) additional year, transfer to Records Center for six (6) additional years; then destroy; or destroy when audited by Federal Govt.
3.	Case Files consisting of client case files; applications, credit/employment verification; release of liens; work wright-up for rehabilitation; contractor job performance rating; fund expenditure records, claim forms, deeds and related papers: a) Rehab Loans b) Rehab Grants	 Cut off at end of fiscal year; hold for one (1) additional year; transfer to Records Center for twenty (20) additional years; and then destroy. Cut off at end of fiscal year; hold for one (1) additional year, transfer to Records Center for six (6) additional years; then destroy; or destroy when audited by Federal Gov't.

Schedule approved by Department, Agency or Division Representative

Thomas A. Cassidy Signature

Acting Community Dev. Admin.

Title

1-25-79
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3/22/79
Date

Edward C. Ferguson
Archivist

1/30/79
Date

Howard O. Brier
County Records Manager

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - ~~Hall Of Public Works~~, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.